

# **Non-Regulated Post-Accident Testing Protocol**

**Post-accident testing for Non-DOT covered employees may be initiated if the accident or unsafe practice meets the criteria below:**

**Accident or Unsafe Practice Testing** - Employees involved in on-the-job accidents or who engage in unsafe on-duty or job-related activities that pose a danger to others or the overall operation of the agency may be subject to testing. Based on the circumstances of the accident or unsafe act, the DER may initiate testing when there is:

- 1) Evidence of an unsafe practice.
- 2) Significant damage to property.
- 3) Careless operation of a vehicle.
- 4) Significant injury to persons.
- 5) A pattern of erratic incidents.

## **Protocol to initiate a post-accident test:**

1. Determine if a supervisor will accompany the employee to the testing site.
2. Fill out an "Off-Site Collection Form – TDP"
  - a. Both a drug and alcohol test should be done on all post-accident tests
  - b. Fax a copy of this form to Midwest Toxicology at 317-262-2222.
  - c. Provide employee with:
    - i. A test kit
    - ii. A copy of form
3. Cover the following with the supervisor and/or employee:
  - a. Instructions on the location of the local area collection facility.
  - b. Inform them they need to present the Off-site Collection Form to the collection facility upon arrival so the collection facility will know exactly what to do.
  - c. Be sure they are aware that once they present themselves at the collection site and begin the collection process they cannot leave until the collection process is completed or it may be considered a refusal to test.

## **Reminders:**

- DO NOT use a DOT test kit – make sure you select a Non-DOT test kit.
- Non-DOT test kits should be used for all other post-accident testing situations
- Follow the protocol below for time frames to complete the testing:
  - If the alcohol test could not be completed within 2 hours, prepare and maintain on file a record stating the reason a test was not promptly administered.
  - If the alcohol test could not be completed within 8 hours, cease attempts to administer the test and prepare and maintain the same record described above.
  - If the drug test could not be completed within 32 hours, prepare and maintain on file a record stating the reason a test was not promptly administered.